

Parent Manual

WELCOME!



CAMP COMPO

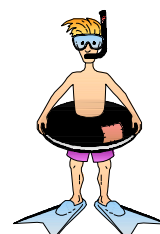
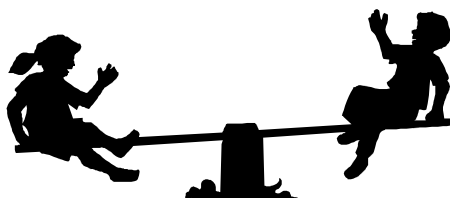
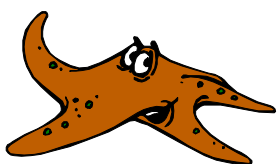
On behalf of the Westport Parks and Recreation Department, welcome to Camp Compo. This program has been one of the most popular programs we offer and has become increasingly enjoyable for all children. The Parks and Recreation staff plan to make Camp Compo as enjoyable as possible for every camper.

Please make sure you read through this manual *thoroughly*. There is vital information about the program you need to know and the manual will answer many simple questions. We ask that you share all the information with your child as well so they are familiar with the camp and what is expected.

Our mission at Westport Parks and Recreation is to develop and/or maintain a sense of well being and self-satisfaction through activities and experiences that are conducted either for pleasure or for achievement of physical, social or emotional successes. Programs are developed and planned by our professional and qualified staff to emphasize education and entertainment in a safe and positive leisure setting. Our ultimate goal being, to have fun and create a feeling of well being through organized activities where health, education and social adjustment is the underlying foundation.

To further carry out our mission, we have focused our philosophy of summer camp on providing a comprehensive schedule of varied recreational activities for children entering grades K-4. These activities contribute to the increased learning and better social adjustment of each camper. In order for us to achieve this, we will provide enjoyable group activity and provide the opportunity for competition under supervision. The activities and games we do will help develop desired social traits such as self-control, friendliness, courtesy, obedience, positive self-esteem and habits of fair play. While providing these kinds of activities, we must hold the child's interest.

The promotion of all-around development of boys and girls, and meeting their needs and desires is essential. To accomplish this, we must instill a high level of motivation and personal satisfaction within staff members and the participants involved in our programs. The idea of having fun through organized activity while putting emphasis on health, physical fitness and a feeling of well being is our ultimate goal. We want every camper to gain something from his/her experience in our program that promotes a positive attitude, fosters self-confidence and contributes to their social and emotional needs.



CAMP SESSIONS AND DATES

Camp Compo is held Monday through Friday at Compo Beach. The hours are 9:00-3:00. Drop off for a child is between 8:45 and 9:00 each day. Pick-up is at 3:00pm each day

SESSION 1:	June 28 – July 2
SESSION 2:	July 5 – July 9
SESSION 3:	July 12 – July 16
SESSION 4:	July 19 – July 23
SESSION 5:	July 26 – July 30
SESSION 6:	August 2 – August 6
SESSION 7:	August 9 – August 13

CAMP STAFF

Camp continues to operate with Dee Hychko as the camp Director. Dee is a full time Dean at Staples High School and was formerly the Director of Special Needs at Camp Compo. Her supporting staff of assistant directors and specialty instructors are certified teachers and college students majoring in elementary education or child related fields. The remaining staff of counselors ranges in age from juniors in high school to college graduates. There is also a certified EMT on duty daily. Ratio of counselors to children is 7 to 1. **Any questions or concerns can be e-mailed to Dee at Dhyhko@westportct.gov.**

ARRIVAL AND DISMISSAL

Camp begins *promptly at 9:00 am daily*. On the first day of camp, you may park your car in the Compo Beach parking area near the skate park and walk your child over to the grass area behind the softball field. Staff will be there to greet and direct you to the area where your child's grade level is. **DO NOT PARK IN THE MARINA AREA AS THIS AREA IS FOR BOATERS ONLY.** From there, your child will be placed into their assigned group and meet their counselors. **THERE IS NO REQUESTS FOR GROUP PLACEMENT ACCEPTED.** Children have been assigned to their groups randomly. After the first day you may drop off your child between 8:45 and 9:00 a.m. near the shack on the marina side of Compo. We will meet you as you pull up in the drop off circle, you will not need to get out of your car. For the safety of your child, do not drop off your child near the guard shack at the Main Gate, along the roadways or in the boat drystall areas of Compo Yacht Basin. Do not park in any of these areas, as you will obstruct traffic. If you arrive before 8:45 a.m. there will be **no supervision** provided. **DO NOT DROP OFF YOUR CHILD WITHOUT SUPERVISION.** You may enter the beach without a parking emblem for immediate drop off and pick up only.

- All campers **need to be at camp by 9:00 am every day!** Our staff needs to begin their daily program at 9:00 am. Parents who consistently bring their children late to camp are a disruption to the camp program and it will not be allowed. If your child is not at camp daily by 9:00 am, they will be withdrawn from the program **WITH NO REFUND.**
- **The camp day ends at 3:00 pm** and we will not allow any children to be picked up prior to 3:00 pm each day, unless you have made prior arrangements with the Camp Director. Parents who come at any time during the day to pick up their children at will are a disruption to camp and to the staff and it will not be allowed. Please do not expect to pick up your child prior to 3:00 pm. If there is an emergency and you need to pick up your child, you must contact the Camp Director and make arrangements. **Picking children up prior to 3:00 p.m. for reasons involving enrollment in other programs is not allowed. If this is the case, the child should not be enrolled in camp. Do not expect the camp staff to accommodate you.** Every parent must check in at the camp building and if needed, will be escorted through camp to locate the child. **NO** parent is allowed to enter the Camp Compo grounds unsupervised and wander around looking for their child. Please understand we take these measures to make sure your child is getting the most out of their camp experience and to ensure their safety.
- The Staff needs to check your child out as well as in daily. If someone else will pick up your child, **YOU MUST** inform the Director in writing prior to pickup. Please alert the Directors of car pools or others such as nannies, grandparents or neighbors who have your permission to take your child home each day. Please include the names and phone numbers of these people on the back of your child's registration card. If your child is sick or has other reasons for not attending camp on a particular day, please call the camp office to inform the staff of their absence. The office number is 226-5818.

Formal activities end at 2:45 p.m. At this time campers return to the assigned area for daily closing ceremonies and dismissal. As with the morning, we have staggered dismissal to accommodate the hundreds of cars. At 3:00 p.m., the campers will be taken to the grassy area near the softball diamond and lined up in squads according to grade and group. YOU MUST PARK YOUR CAR IN THE COMPO BEACH PARKING LOT AND WALK INTO THE GRASSY AREA TO COLLECT YOUR CHILD. DO NOT PARK YOUR CAR IN THE MARINA AREA. Campers will not be allowed to leave without a parent or guardian. Your child's group will be in the same location every day so you will know where to go after the first time. All children must be picked up by 3:30 pm. We ask that you DO NOT COME EARLIER THAN 3:00 to retrieve your child as it is hard for counselors to keep track of campers leaving at all different times and with whom. Your child will only be released prior to 3:00 when prior arrangements have been made with the camp directors. Failure to comply with the pick-up and drop-off procedures and times will result in suspension of your child and then dismissal from the program WITH NO REFUND from camp.

RAIN DAYS

Camp Compo is an outdoor camp with NO INDOOR FACILITIES. If there exists on any day the slightest possibility that rain may occur at Compo, it is up to you to listen to the radio, call the cancellation line at 341-5074 and/or have someone available to collect your child immediately should camp have to be canceled during the day. If it is raining sufficiently hard and campers can no longer participate in activities, it will be called off. It is expected that each camper will be picked up within fifteen minutes of the radio announcement. YOU MUST provide the Director in writing with information regarding pre-arranged Rainy Day Carpools.

The radio station to listen to in case of inclement weather is WICC-600 AM. There is also a cancellation hot line you may call at any time. **The number is 341-5074.** Announcements for cancellations before camp begins will be made by 7:30 a.m. **PLEASE DO NOT CALL THE PARKS AND RECREATION OFFICE OR THE CAMP OFFICE.**

WHAT TO BRING TO CAMP

- Your completed registration form **MUST** be brought with your child on the first day of the session and given to your child's assigned counselor. We must have a local emergency phone number on file **OTHER THAN THE PARENT. A CELL PHONE**, in addition to a home and work number for each child IS ALSO RECOMMENDED if one is available for each parent or guardian. **THIS VERY IMPORTANT INFORMATION MUST ACCOMPANY YOUR CHILD ON THE FIRST DAY OF EACH SESSION AND YOUR CHILD WILL NOT BE ABLE TO STAY IF IT IS FORGOTTEN.**
- If your child will be riding a bicycle or bus to and from camp, you must send a written statement granting this permission and stating that you will not hold the Town of Westport, its' employees or agents responsible in case of accident or injury. This must be given to the child's counselor on the first day of the session.
- Your child **MAY** choose to wear a bathing suit under their clothing or he/she can change in the bathroom en route to the beach. Remember to send a large towel daily.
- Attire for the day should be a t-shirt, shorts/pants, and sneakers with socks. Open toe shoes, "crocs", jelly shoes, sandals, flip-flops, "heelys", Tevas, etc. are not allowed and should not be worn as they pose a hazard. Without sneakers, the child will be unable to participate in activities. Water shoes, Crocs, and flip-flops must be packed for when the child goes to the beach. **Children will not be allowed in the water without a full covering on their feet.**
- Please pack everything your child needs for camp in a backpack or gym bag with the child's name on it.
- Snacks, lunch and plenty of drinks for the entire day. We highly suggest packing all food and drink items in a cooler that the child can place with his/her belongings at their base. This makes food thieves like seagulls unable to find their lunch. Ice cream is available daily at lunchtime for \$1.
- Sunscreen and a hat to protect child from the sun. This is very important. We ask that you apply sunscreen to your child before they head off to camp and then our staff will reapply the lotion throughout the day. If you have special concerns, please speak with the child's counselor.

MEDICATIONS AND ALLERGIES

For medication to be administered at camp you must contact the Director. Medication must be in its original container, with child's name, dosage and time(s) to be administered clearly marked. It is very important that the staff knows of any allergies your child might have and if they are allergic to any food, paint, animals, insects, etc. Please put this information on your registration card.

NUT ALLERGY POLICY

In order to ensure the safety of all of our participants and those who have a severe nut allergy the following policy will be in effect:

- Every child within the grade level and assigned group of the "identified allergic person" will be nut free. Thus meaning, all snacks and lunches will be **NUT FREE** and **NOT** contain any nut products. Parents of these children will be informed of the situation and will be given nut free options for snacks and lunches.
- Children will not be allowed to share their snacks or lunch with anyone within their group or grade.
- Any child within that group who has a peanut product will have it thrown away.
- Any staff or camper who has been in contact with a nut product will wash thoroughly before resuming contact with the allergic person.
- For field trips, if the allergic person will eat lunch/snack other than those brought from home, the parent will review the menu prior to the trip to determine whether the child may eat the food. If the parent is unable to make the determination, or menu is unavailable, the parent will send safe food on the trip for the student. Epinephrine shall accompany the allergic person on field trips and be readily available.
- An EMT is on site for the epinephrine to be available as required by the severity of the child's allergy.

The safety and well being of our children has always been our primary goal. Thank you for your co-operation and understanding. Should you have any questions, please contact Karen Puskas the Program Manager at 341-5087.

FIELD TRIPS

There is only one field trip scheduled this summer during session 4. This is to Nutmeg Bowl in Fairfield. **UNLESS THE PARENT SPECIFICALLY STATES IN WRITING THAT THEIR CHILD IS NOT TO ATTEND THE FIELD TRIP, EVERY CAMPER WILL BE INCLUDED IN ATTENDING THAT TRIP.** If the child does not wish to attend the field trip, AND A STATEMENT IS ON FILE TO THIS EFFECT FROM THE PARENT, he/she must stay at home.

- Children should bring their lunch and drinks in a plastic or paper bag. All items need to be disposable. **NO COOLERS.**
- Extra money for souvenirs, food, etc. is optional and if brought, should be given to the child's assigned counselor in an envelope clearly marked with the child's name so it is not lost.
- We ask the child to:
 - Stay in their group
 - Respect their staff and each other
 - Keep track of their belongings

GENERAL CAMP RULES AND REGULATIONS

- **ABSOLUTELY** will no camper(s) engage in verbal or physical fighting. This is grounds for immediate dismissal from the program **WITH NO REFUND.**
- Campers are to respect each other and all staff at all times. Discipline problems with any camper will not be tolerated. Parents will be contacted immediately and if the problem continues, the camper will be dismissed from camp **WITH NO REFUND.**

- At the end of each day, please be sure your child brings home ALL belongings. Lost and found will be maintained at the “shack” until Friday afternoons each week. Anything left will be discarded. We suggest writing the child’s name on EVERYTHING.
- Campers must remember they are in a very public area. They must stay with their assigned group at all times and respect other users of the park.
- Campers are to refrain from bringing personal items and toys from home such as iPods, D.S.’s, and the like. These items have become disruptive to the camp and almost always get lost. If they are brought, the child’s counselor will take them away and return them at the end of the day. We are not responsible for any personal item that is damaged, broken or stolen.
- Campers are to refrain from sharing their lunch and snacks with other campers. Campers are also **not allowed to bring candy to camp. If they do, it will be taken away from them.**
- When picking up or dropping campers off, **PLEASE DO NOT BRING YOUR DOG IN THE VEHICLE.** Animals are prohibited within Compo Beach during the summer months. Security at the main gate will stop you and prevent you from entering so do not be angered or surprised.

WHAT YOU CAN EXPECT FROM OUR STAFF...

- Quality programs and activities delivered with enthusiasm and commitment to ensuring an enjoyable time for each camper.
- Events, activities and performances which will challenge campers and give each camper an opportunity to do his/her personal best.
- An environment that promotes fairness, team work and personal achievement.
- Open communications. We welcome parental, staff and camper input both formally and informally. Whereas we provide an opportunity for all to evaluate our program at the end of each session, we also welcome comments at any time. Please feel free to direct these to the Directors or other administrative staff.
- Lots of T.L.C. for every child!

The Westport Parks and Recreation Department wants this to be an enjoyable and fun summer for both you and your child. This manual has been created to help you and your child understand the rules, regulations and policies of our department.

IMPORTANT ITEMS AND NUMBERS TO REMEMBER AND REFERENCE

CAMP OFFICE PHONE NUMBER: 226-5818

CANCELLATION LINE: 341-5074

RADIO INFO: WICC 600 AM

DAILY CAMPER CHECKLIST

- | | | |
|------------------------------------|-------------------|-----------------------|
| • Lunch | • Snacks | • Numerous drinks |
| • Towel | • Suntan lotion | • Bathing Suit |
| • Hat | • Ice Cream Money | • Sneakers with socks |
| • Water shoes | | |
| • Backpack with child’s name on it | | |

Please make sure your name is on EVERYTHING

